

STAT

17 April 1972

Summer Interns
File

MEMORANDUM FOR: [] SRS

SUBJECT : Payment of Transportation Costs for
Co-op Students and Summer Interns

1. To preclude any misunderstandings or embarrassing situations, this memorandum reaffirms Agency policy that we will pay transportation costs for co-op students and summer interns, but we will not pay these costs for their dependents. The student will be reimbursed for the cost of his round-trip economy airfare from his school to Washington, DC. If married and he brings his dependent(s) with him, he receives reimbursement for only his own airfare.

2. I have the opportunity to explain this to co-op students when I interview them, but neither I nor a recruiter will see all summer intern candidates before they are put in process. It is incumbent, therefore, upon the office employing the summer intern to explain this policy during the pre-employment interviews. I suggest that this be explained to all summer interns, since some of them will return for subsequent work assignments and may marry during the interim. Please make a notation in the summer intern file that this policy was explained to the candidate.

3. I have asked the Staff Personnel Division to review the folder to make certain this notation is in the file. Contract Personnel Division has advised me that the interpretation of the transportation clause in the contract means employee only. They are considering a slight re-wording which would not require any interpretation. I have also asked the professional recruiters to emphasize this when interviewing the summer interns they do see.

4. Should you have any questions concerning the policy or procedures, please call me.

[]
Coordinator for
Cooperative Programs

STAT